



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: DIRECTOR OF WATER & SEWER

SALARY RANGE: \$89,606 - \$132,600

The City of Middletown is accepting applications for the position of Director of Water & Sewer. This position is located in the Middletown Water & Sewer Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on September 20, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.cityofmiddletown.com. Click on *Employment*. (*Faxed or e-mailed applications are not accepted.*) Incomplete applications or resumes submitted without the completed application form will not be considered.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: Bachelor's degree in Civil Engineering or a related field with Master's level course work in the field—Master's degree preferred - and seven years of progressively responsible utilities management / administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: The purpose of this position is to act as the Chief Operating and Financial Official for the City's two utilities; oversees budgets, personnel, operations, planning, finance, forecasting and compliance. The work is performed under the direction of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Directs and oversees the operations of the Water and Sewer Departments; ensures compliance with state and federal mandates and regulations and with orders of the Mayor, Common Council and the Water Pollution Control Authority. Establishes departmental policy and procedures. Manages department projects. Manages and supervises department/utility personnel; interviews and recommends applicants for hire and promotion; provides instruction and training; plans, coordinates, assigns and reviews work; allocates personnel, maintains standards and evaluates performance. Prepares the annual budgets for the Water and Sewer departments; prepares forecasts of future debt position; prepares Capital Non-Recurring Budget. Conducts strategic planning for Combined Sewer Overflow projects including scheduling, selection of projects and debt issuance. Conducts strategic planning and project management for long term initiatives such as sewer regionalization, consolidations of facilities and major sewer extensions. Administers the daily financial operations of the department. Acts as lead staff member to the Water Pollution Control Authority. Manages staff assigned to the Urban Forestry Commission and Harbor Improvement Commission. Represents the department and acts as a liaison to other public bodies, boards, commissions and departments. Assists other City departments and the Mayor in a variety of projects; represents the department in legal proceedings. Responds to constituent complaints. Performs other related functions as assigned or required.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 08/30/16